

**North Carolina Department of Cultural Resources
Division of Historical Resources
Government Records Branch**

Request for Disposal of Unscheduled Records

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM

University Archivist/Records Officer

University

Phone number (xxx-xxx-xxxx)

Office Requesting Disposal

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by:

Signature

Title

Date

Approved by:

Signature

Title (University Archivist/Records Officer)

Date

Concurred by:

Signature

Assistant Records Administrator
N.C. Division of Historical Resources

Date

ARCHIVES AND RECORDS SECTION — GOVERNMENT RECORDS BRANCH

<http://www.ah.dcr.state.nc.us/records/>

Mail hard-copy
completed form to:

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

Telephone (919) 807-7350
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823